

Appendix T

**REQUIRED FORMAT FOR PREPARATION OF
ORGANIZATIONAL OR FUNCTIONAL CHANGE REQUEST**

1. Background. State situation, problem, directive, or condition that caused the need for organizational change(s). Include a statement that demonstrates the proposed organizational change has received Corporate Board approval.
2. Current Organization. Submit a diagram of the current organization, clearly indicating the organizational title(s), as shown in current Pacific Ocean Division (CEPOD)/Alaska Engineer District (CEPOA)/Far East Engineer District (CEPOF)/Honolulu Engineer District (CEPOH)/Japan Engineer District (CEPOJ) Permanent Orders, position titles and grades. Depict pertinent organizational relationships in the diagram by identifying all sub-elements, i.e., divisions, branches, sections, etc., if any. Identify Finance and Accounting (F&A) organization codes and budget elements.
3. Current Functional Statement. Provide a copy of the organization's current functional statement.
4. Current Manpower. Identify all authorized positions, including vacancies, by job title, series and grade in the present organization.
5. Proposed Organization. Submit a diagram of the proposed organization showing organization title(s), position titles and grades, and identifying F&A organization codes and budget elements. Show pertinent organizational relationships by identifying all sub-elements, e.g., divisions, branches, sections, etc.
6. Proposed Functional Statement. Submit functional statement for the proposed organization. Statement should be concise and should accurately describe only those functions that have been assigned to the organization by appropriate authority.
7. Proposed or Requested Manpower. Identify total proposed staffing, including currently authorized and any additional requested manpower requirements, by job title, series and grade, for the proposed organization.
8. Manpower Justification. Provide full explanation of the basis for proposed organization identified in accordance with item 7 above. To the extent possible, justification should be expressed in terms of quantitative workload data.
9. Funding Impact. Show impact of the proposed change(s) on the following:
 - a. Technical Overhead costs.
 - b. Supervision and Administration (S&A) costs.

c. General and Administrative costs.

10. Cost Comparison. Present a brief comparison of current fiscal year costs and computed savings or additional costs that will result from the proposed change. Include a statement as to whether or not funds are available to support the proposed change.

11. Summary of Manpower Change. Provide a list of personnel affected by the organizational proposal. Include the office symbol, Corps of Engineers Financial Management System (CEFMS) work items, and organizational code of each person under the current and proposed structure.

12. Impact Statement. Clearly state the impact on the organization's workload and resources, i.e., personnel, budget, supplies, equipment, and facilities, if the proposed organizational change is not approved.

13. Alternatives. Identify and explain each alternative to the proposed organizational change. State advantages and disadvantages of each alternative.